

School Council
Expression of Interest (EOI)
Uniform Supply service at Canterbury Primary School

Submission Details:

Closing Time: Friday 21/04/23, 5:00pm
Place of Lodgement: Canterbury Primary School by electronic submission (see below)
Receiving Staff Member: Matt O'Hern and Sarah Hopcraft
Additional Details: All EOI submissions must be submitted in PDF format
to the following email addresses:
canterbury.ps@education.vic.gov.au
sarah.hopcraft@education.vic.gov.au
matthew.ohern@education.vic.gov.au

Submissions must follow the format attached, including the completion of all Forms, plus supporting documentation and any additional requested information.

CONDITIONS

1. EOI Presentations

Canterbury Primary School ("the School") does not warrant the accuracy of the content of the EOI. The School will not be liable for any omission from the EOI document.

2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this EOI (or information relevant to this EOI) to execute a deed of confidentiality in a form required by, or satisfactory to, the School before or after access is granted.

Whether or not execution of a deed of confidentiality is required by the School, all persons obtaining or receiving this EOI and any other information in connection with the EOI must keep the contents of the EOI and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this EOI.

3. EOI Documents

All responses to the EOI and any accompanying documents will, upon submission, become the property of the School. The School will not return any of these documents.

By submitting a response to this EOI, the service provider licenses the School to reproduce the whole or any portion of the documents which it has submitted for the purposes of, or in connection with, its evaluation, notwithstanding any copyright or other intellectual property rights that may subsist in those documents.

4. Enquiries

Enquiries concerning the EOI must be made to the following Contact Person:

Name: Matthew O'Hern
Title: Acting Principal
E-mail: matthew.ohern@education.vic.gov.au

All enquiries concerning the EOI must be in writing (email) and can only be made up to three (3) days prior to the Closing Time.

The School will respond to enquiries correctly lodged in accordance with the above conditions in writing and the response from the School will be provided to all parties that have requested a copy of the EOI document.

Should a service provider contact any person other than the Contact Person nominated above (including but not limited to: any parents and School Council member or office bearer, employee, school employee, departmental officer or an employee of the current provider) in regards to this EOI, it may be disqualified from the EOI process and may be ineligible for consideration.

5. Late EOI

If an EOI is lodged after the Closing Time, it may be disqualified from the EOI process and may be ineligible for consideration unless:

- The service provider can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the EOI to be lodged after the Closing Time; and
- The School is satisfied that accepting a late submission would not compromise the integrity of the process.

The determination of the School as to the actual time that the service provider's response is lodged is final. All EOIs lodged after the Closing Time will be recorded by the School. The School will inform service providers whose EOI was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete EOIs

If an EOI does not include all the information in the format required by the EOI or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

7. Validity of EOIs

An EOI will be valid for acceptance by the School for a period of 90 business days from the Closing Time. This period may be extended by mutual agreement between the parties.

8. Unauthorised Communication and Improper Assistance

Service providers are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. Unauthorised communication and/or seeking to obtain assistance of employees, agents or contractors of the School in preparation of their proposal may, in the absolute discretion of the School, lead to disqualification of an EOI submission.

9. Reservation

The School reserves the right to, in its absolute discretion, refuse to consider or accept any EOI or all EOIs. The School will not necessarily accept the lowest priced EOI nor any other EOI. The School further reserves the right to:

- a) Reject all EOIs without giving reason for the rejection; and
- b) Accept a portion or the whole of any EOI at the price or prices quoted unless the EOI states specifically to the contrary.
- c) Negotiate with one or more service providers and allow any service provider to vary its EOI.

10. Preferred service provider

Selection as a preferred service provider does not give rise to a contract (express or implied) between the preferred supplier and the School Council for the supply of Services. No legal relationship will exist between the School and the preferred supplier until such time as a binding agreement is executed by both parties.

11. Conflict of Interest

When submitting its submission, the service provider must declare any actual or potential conflicts of interest which may arise between the service provider and the School or the School and any subcontractor which the service provider proposes to engage in respect of the supply of Services.

EOI DETAILS

1. Background

Canterbury Primary School is a passionate learning community that inspires, challenges and supports all students to achieve their personal best and make a positive contribution to the world in which they live. The school has a strong student-centred learning approach with an emphasis on student voice, agency and leadership. We aim to engage students through authentic, relevant, and contextualised learning experiences. Students from Prep to Year 6 have a say in what they learn, how they learn and how they will be assessed.

The values of respect, responsibility, integrity and resilience guide the decisions and behaviours of all members of our school community, and our learner dispositions (curiosity, creativity, self-efficacy, self-regulation, resilience and collaboration), provide all community members with a shared language of learning, outlining the characteristics or attitudes that we aim to foster in all learners.

The school has a student population of just over 630 and is located in the leafy eastern suburbs approximately nine kilometres from the Melbourne CBD.

Additional information about the school is available on the schools website - <https://www.canterburyps.vic.edu.au>

The school requires a supplier to continue to provide compulsory uniform as per list on pages 8 & 9.

The school requests all shortlisted suppliers to provide samples of the offered items (free of charge).

2. Scope

Length of Service:

The contract period will initially be for three (3) years commencing from the date specified in letter of acceptance. The Contract has one (1) extension option, three (3) year duration, exercisable at the absolute discretion of the School. The continuity of the contract will be subject to the contractor providing the stated services in a manner and price acceptable to the School.

Short-listed supplier(s) may be asked to deliver a presentation to the School's selection panel. The school may also elect to undertake a site visit with the short-listed supplier(s)

- EOI Closing date: 21/04/2023, 5.00pm
- EOI proposals shortlisted by: 26/04/2023
- School site visit opportunity date(s): 1/5/2023 & 2/5/23
- Preferred service provider informed of decision and beginning of contract negotiations: 18/05/2023
- Commencement of service to the School: 1/06/2023

3. Selection Criteria

The selection criteria for rating responses received from service providers are as follows:

3.1 Quality and Value:

- The provider must demonstrate experience as an approved provider of quality uniform items.
- The provider must demonstrate the ability to make uniform items consistently available to the School Community.
- The provider must demonstrate an ability to provide uniform items that are affordable, while maintaining quality
- The school is not bound to accept the lowest submitted rates

3.2 Customer Care and Service:

- The provider must detail a plan for how feedback and complaints from the School Community are incorporated to improve service provision.
- The provider must detail a plan on ordering systems including the option to order all products online
- The provider must detail a plan on how products are delivered including Home delivery

3.3 Provision of items:

- The provider must detail a plan for how to maintain a proper stock level to maintain ample supply of items
- The provider must detail a plan to incorporate new and special order items for example: specific sport uniform, Year 6 uniform items
- Detail a transition plan for managing existing stock (if applicable)

3.4 Commercial viability

3.5 Value for money

4. Contract Documentation

The successful service provider will be required to enter into an agreement with the School Council under the terms and conditions of the DET School Council Agreement for the appointment of School Uniform Supplier Agreement. Special conditions may be included subject to the agreement of the School Council.

Note that payment for the uniform will be made directly by the student's parent or carer and the school is not liable.

The above selection criteria are not presented in any particular order or ranking.

FORM 1 – COMPANY DETAILS

Attached is the Expression of Interest of:

Business / Corporation / Person: (Businesses list all proprietors)	
Postal Address:	
Street / Physical Address:	
Australian Business Number (ABN):	ABN: OR • Will you be applying for an ABN? Yes <input type="checkbox"/> No <input type="checkbox"/> (mark appropriate box)
Is it proposed to sub-contract any part of the Goods and/or Services? If "YES", specify full name and address of each sub-contractor and their relevant experience and expertise in relation to the offered Goods and/or Services	Yes <input type="checkbox"/> No <input type="checkbox"/> (mark appropriate box)
Size	Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Not for profit <input type="checkbox"/> (mark appropriate box) <i>Note: Small to Medium Enterprises (SMEs) are defined as firms with less than 200 full time equivalent employees. Under 20 full time equivalent employees is defined as Small, 20-199 full time equivalent employees is defined as Medium and 200 plus full time equivalent employees is defined as Large.</i>
Supplier Diversity Status	Indigenous Business <input type="checkbox"/> Disability Enterprise <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other: _____ (mark appropriate box) <i>Note: Please include copies of relevant documentation to support your Supplier Diversity Status</i>
Contact Name, Phone and Fax No:	
Contact email address:	
Authorised Signature(s):	
Name(s):	
Date:	

FORM 2 – SPECIFICATION AND PRICES STATEMENT

In addition to the criteria above, please provide a written statement or evidence outlining:

- a. Details on how you will meet the service requirements and selection criteria listed above
- b. Details of your knowledge and previous experience as a uniform supplier, including the details of three (3) referees
- c. Details of your organisation's resources and systems to support the delivery of the required services
- d. Details of any value-adding factors, such as innovation and online purchasing
- e. Pricing schedules for the required items
- f. Declaration of any conflict of interest (potential or real) and how this may be managed
- g. Details of your organisation's financial viability
- h. Details of your professional insurance held
- i. Samples garments available to the panel
- j. Any other relevant information (e.g. non-compliances with requirements)
- k. Confirmation of cost of goods over a fixed period
- l. Details on alternative raw materials to be used. For example cotton and polyester.



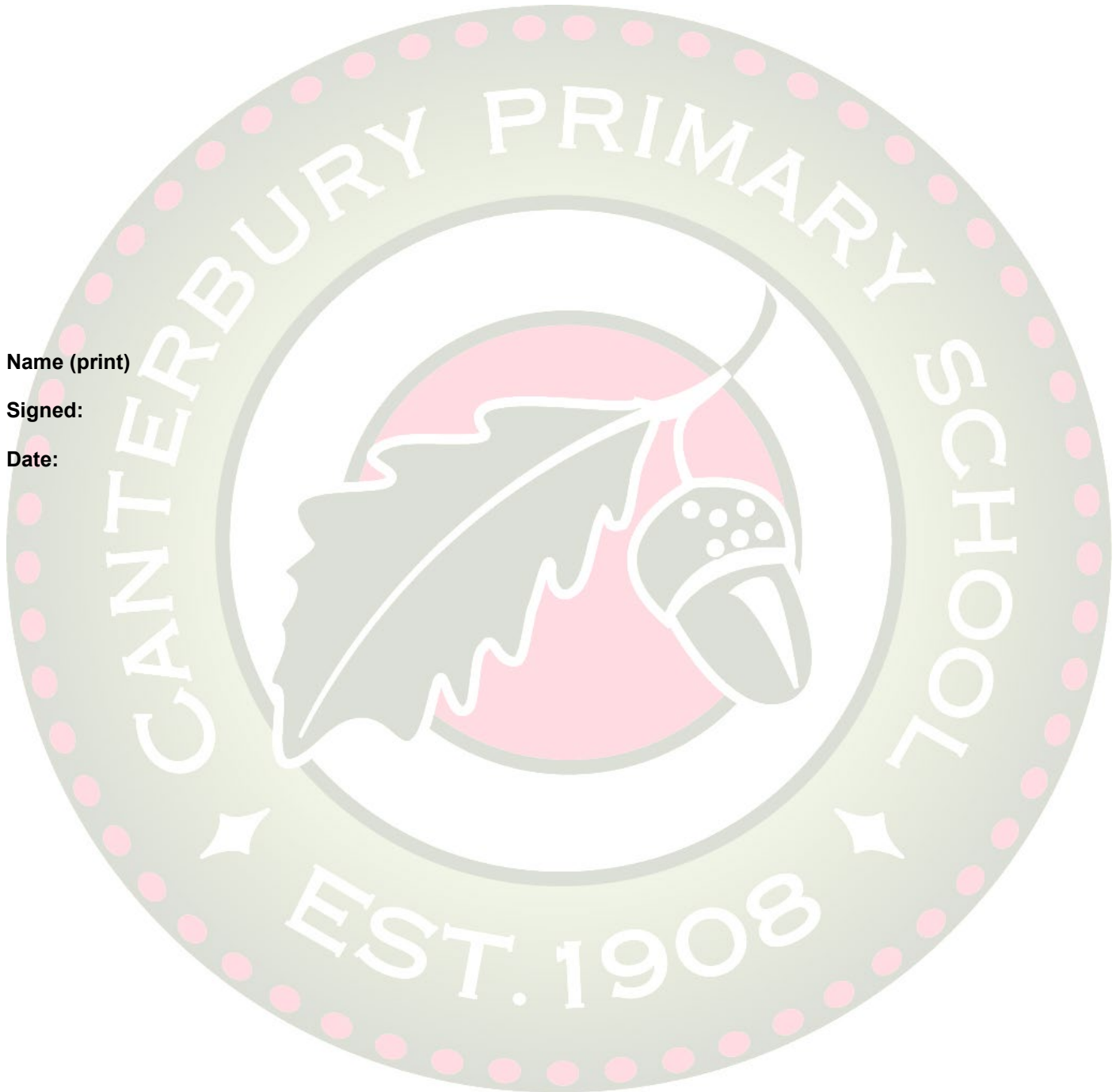
FORM 3 – CONFLICT OF INTEREST DECLARATION

I / We, _____ (the tendering provider), make the following declaration of any actual or perceived conflict of interest, including but not limited to any pecuniary or other interests in Canterbury Primary School or any relationships our staff and office bearers have with Canterbury Primary School management, staff and/or School Council members.

Name (print)

Signed:

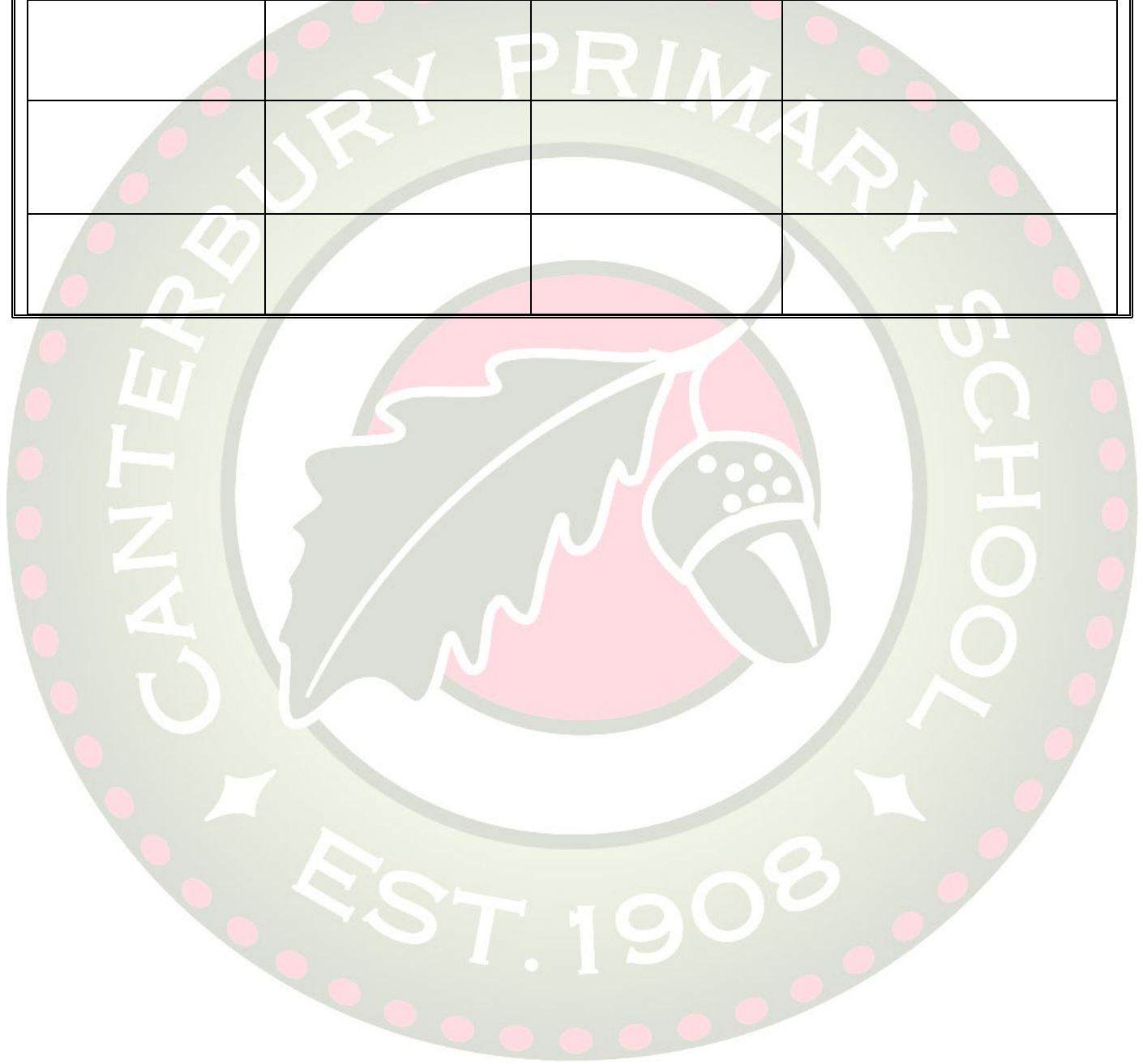
Date:



FORM 4 - REFEREES









1. Where possible, provide details of up to three (3) customers (preferably schools) to which your organisation has/is provided/providing a similar Service. NOTE: These schools MAY be contacted to verify past/present performances.









ORGANISATION	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS



CANTERBURY PRIMARY SCHOOL

COMPULSORY UNIFORM - PREP TO YEAR 6

Item	Description	Colour	School Logo
Hoodies			
	Full Zip Hoodie Size 4 - 14	Bottle Green jumper with red lining in hood	Red Logo
	No Zip Hoodie Size 6 - 16	Bottle Green jumper with red lining in hood	Red Logo
Tops			
	Short Sleeve Polo Size 4 - 16	Red	Green Logo
	Long Sleeve Polo Size 4 - 14	Red	Green Logo
	Sports Top Year 5-6 only Size 8 - 16	As per current design	As per current design
Pants			
	Shorts Size 4 - 18	Bottle Green	N/A
	Scotchie Trackpants with ankle zips Size 4 - 16	Bottle Green	N/A
	Leggings with skirt overlay Size 4 - 12	Bottle Green	N/A

Dresses			
	Summer Dress Size 4 - 16	As per current fabric and design	N/A
	Winter Tunic Size 4 - 6	As per current fabric and design	N/A
	Skort Size 4 - 16	Bottle Green As per current fabric and design	N/A
School Bag			
	School Bag (back pack)	As per current design	Red
Hats			
	Microfibre hat - soft brim	Bottle Green	N/A
	Knitted Beanie	Bottle Green	Red
Year 6 Uniform			
	Year 6 Polo Customised on Back	Bottle Green As per annual design – 2023 polo image provided (left)	As per annual design
	Year 6 Hoodie Customised On Back	Bottle Green As per annual design – 2023 polo image provided (left)	As per annual design